



PERMIT NUMBER _____

Building Permit Application

Listed below are the basic permit submittal requirements. Additional information may be required based on project type.

- ☐ Permit application signed and notarized for each discipline of work. (I.e. Building, Electrical, Plumbing and Mechanical.)
- ☐ Copies of insurance certificates, liability and worker's compensation and copies of licensing documentation, contractor, certificate of competency, occupational license.
- ☐ Documented proof of cost total of all trades
- ☐ Town of Lauderdale-By-The-Sea Permit Affidavit- Required for residential projects signed and notarized by the property owner.
- ☐ Town of Lauderdale By The Sea Hurricane preparedness and precautions form signed by contractor and owner.
- ☐ Permit fees are due and payable when the permit package is submitted.
- ☐ Copy of recorded Notice of Commencement, required for projects valued at \$2,500 or higher. For A/C permits, the limit is raised to \$7,500. (This must be posted prior to first inspection.
- ☐ Two (2) sets of plans signed and sealed by a professional Engineer/Architect, if applicable
- ☐ Two (2) original surveys (raised seal)
- ☐ Two (2) copies of survey showing location of proposed construction
- ☐ Department of Urban Planning and Redevelopment Procedure Form and Stamp on plans when applicable (i.e. all new residential construction, additions for bedrooms and baths on sewer, and additions to non-residential buildings, all commercial and industrial alterations and demolitions.
- ☐ Product approvals for sheds, doors, all glass, roofs and all types of shutters.
- ☐ Energy calculations including heating and cooling load calculations
- ☐ Wind load calculations (signed and sealed) are required for shutters, windows, doors, skylights & garage doors.

Please call the (954) 640-2415 if you have any questions regarding either permit requirements or the process.

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other _____

Application Number: _____

Application Date: _____

| | | | |
|---|--|---|-------------------------|
| 1 | Job Address: _____ | Unit: _____ | City: _____ |
| | Tax Folio No.: _____ | Flood Zn: _____ | BFE: _____ |
| | Building Use: _____ | Floor Area: _____ | Job Value: _____ |
| | Present Use: _____ | Construction Type: _____ | Occupancy Group: _____ |
| | Proposed Used: _____ | | |
| | Description of Work: _____ | | |
| 2 | <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____ | | |
| | Legal Description: _____ <input type="checkbox"/> Attachment | | |
| 3 | Property Owner: _____ | Phone: _____ | Email: _____ |
| | Owner's Address: _____ | City: _____ | State: _____ Zip: _____ |
| 4 | Contracting Co.: _____ | Phone: _____ | Email: _____ |
| | Company Address: _____ | City: _____ | State: _____ Zip: _____ |
| | Qualifier's Name: _____ | Owner-Builder: <input type="checkbox"/> | License Number: _____ |
| 5 | Architect/Engineer's Name: _____ | Phone: _____ | Email: _____ |
| | Architect/Engineer's Address: _____ | City: _____ | State: _____ Zip: _____ |
| | Bonding Company: _____ | | |
| | Bonding Company Address: _____ | City: _____ | State: _____ Zip: _____ |
| | Fee Simple Titleholder's name (if other than owner): _____ | | |
| | Fee Simple Titleholder's Address (If other than owner): _____ | City: _____ | State: _____ Zip: _____ |
| | Mortgage Lender's Name: _____ | | |
| | Mortgage Lender's Address: _____ | City: _____ | State: _____ Zip: _____ |

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____
Signature of Property Owner or Agent

X _____
Signature of Qualifier

STATE OF
COUNTY OF

STATE OF
COUNTY OF

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.
Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.



Lauderdale-By-The-Sea

Building Department

4501 Ocean Drive

Lauderdale-By-The-Sea, FL 33308

Phone: (954)640-4215

Fax: (954)640-4211

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NOTICE: In addition the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the county, and there may be additional permits required from other governmental entities such as water management districts, County, State or Federal agencies.

DISCLAIMER: Issuance of a development permit by a municipality does not in any way create any right on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

CONDITION: All applicable state and federal permits must be obtained before commencement of the development.

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CONTRACTOR

PRINT NAME OF CONTRACTOR

SIGNATURE OF CONTRACTOR

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before
me this _____ day of _____
20____, by _____
NOTARY: _____

SEAL:

Personally Known: _____
Or produced Identification _____
Type of Identification Produced _____

OWNER

PRINT NAME OF OWNER

SIGNATURE OF OWNER

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before
me this _____ day of _____
20____, by _____
NOTARY: _____

SEAL:

Personally Known: _____
Or produced Identification _____
Type of Identification Produced _____



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PERMIT AFIDAVIT

FOR ACKNOWLEDGEMENT OF COMPLIANCE WITH RESTRICTIVE DEEDS AND COVENANTS

STATE OF FLORIDA

BROWARD COUNTY

On this day personally appeared before me, the undersigned officer duly authorized to administer oaths and take acknowledgments _____, who being by me first duly sworn, deposes and says. (**HOMEOWNER**)

By my signature below, I acknowledge that the legal description for the property for which I am applying for a permit is

(Lot/block)

a/k/a _____

(Street address & subdivision)

1. That I am the legal owner of the property
2. I acknowledge that approval may be required from the following

(Homeowners Association)

Which entities or associations regulate or otherwise govern the community, neighborhood, or development my property is located.

3. I further acknowledge that I am responsible for any additional cost that may be assessed by the Town of Lauderdale by the Sea and/or the entity regulating or governing the subject property as a result of my not having obtained the necessary approvals from any entity or association that may regulate or otherwise govern the community neighborhood, development in which my property is located.

FURTHER AFFIANT SAYETH NAUGHT

Owners Signature

Witness Signature

Owners Printed Name

Witness Printed Name

STATE OF FLORIDA

COUNTY OF BROWARD

Affirmed and signed before me, on _____ the foregoing document was acknowledged before me affiant, _____, who personally appeared before me at the time of notarization, who signed and acknowledged signing the foregoing document, who did take an oath, and:

- [] Who is personally known to me or
[] Who produced the following identification _____

Commission Expiration date:

Notary Public

(Seal)

(Printed or typed name)



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Time Limits for Construction - NOTICE TO OWNER

Section 6-12 of the Town's Code of Ordinances requires:

- 1. The construction of any new structure or new addition to an existing structure to be completed and all construction material, equipment and debris removed from the property within 18 months of the date of the issuance of the first building permit.***
- 2. The exterior elements of any repair or renovation to an existing structure which requires a building permit shall be completed and all construction material, equipment and debris removed from the property within six months of the issuance of the first building permit.***

This notice is the minimum 60 days notice required in 6-12.9(g).

The Failure to complete the construction at _____, by the construction deadline may result in a fine or legal action by the Town.

If there are extenuating circumstances that prohibit the property owner from completing the construction within the deadline, the owner may seek an extension of time from the Town Commission. An application for extension of time may be obtained from the Development Services Department or Town Clerk.

Owner's Acknowledgement

I acknowledge receipt and understanding of the Town's code provisions regarding the time period to complete a construction projects.

Signature: _____ Date: _____

Print Name: _____

Address of Property: _____



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BUILDING DEPARTMENT

**DURING A HURRICANE WATCH & BEFORE THE ONSET OF HURRICANE VELOCITY WINDS
YOU ARE REQUIRED TO**

SECURE THIS SITE

**IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS
OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects in exposed outdoor locations shall be lashed to rigid
construction or shall be stored inside an enclosed structure.**

Florida Building Code Broward County Administrative Provisions Section 110.13.2.4

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED
SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR
ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS
AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS**

This includes but not limited to:

- 110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash
- 110.13.2.2 Waste and Trash Enclosures Temporary Toilets
- 110.13.2.3 Loose Construction Debris Forms and Construction Materials
- 110.13.2.5 Roofing Tile and Materials Construction Shacks
- 110.13.2.5 (1) Loading of Roof Tile
- 110.13.2.5 (4) Store the construction materials inside an enclosed structure.
- 110.13.3 Building materials shall be loaded on a roof no earlier than (200 working days prior to permanent installation.
- Temporary Electric Service Poles

AND PROTECT ALL GLASS AREAS